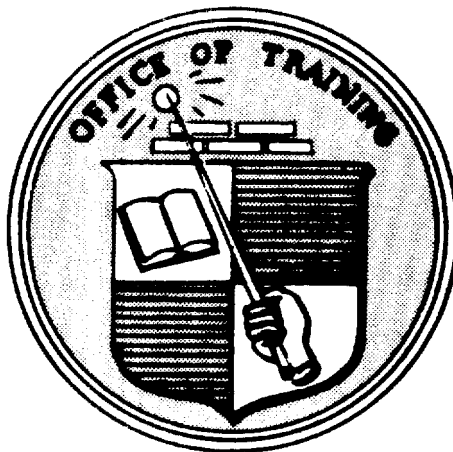


OFFICE OF TRAINING BULLETIN

Number 66



December 1962

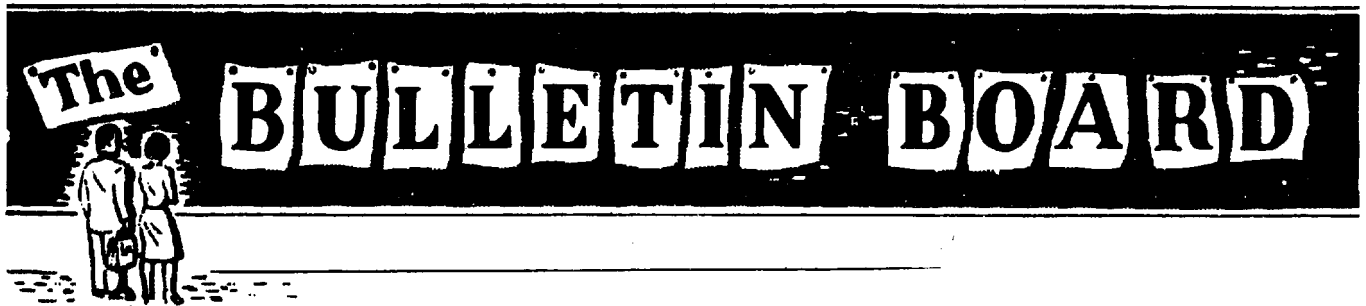
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EDITOR'S STATEMENT

This is the end of another OTR Bulletin year. Our sincere thanks go to you for being one of our readers and users. Training Officers, you have been most cooperative in helping us be of service, so we extend warm thanks to you. We are giving thought (more than that, really) to changes in the format, direction, substance, in our Bulletin and we invite your recommendations. A phone call will do it. We are on extension 5517.

THE EDITOR



ATTENTION TRAINING OFFICERS!

A number of Agency employees have recently taken over the duties of Training Officers. The Registrar Staff/TR wishes them well in their new position and offers its assistance on matters pertaining to training. Your predecessors in this important liaison role have benefited from attendance at a Training Officers Orientation which is conducted five or six times annually by OTR. Until you have had an opportunity to participate in one of these Orientations, remember that the Admissions and Information Branch (extension 5517) handles the registration for OTR courses and disseminates information about internal and external training programs and that the External Training Branch (extension 5231) is responsible for processing requests for training at non-CIA facilities. The latter Branch also furnishes support for travel arrangements involved in attending external training programs.

Copies of the OTR Catalog of Courses, dated August 1962, are available in AIB/RS/TR, Room GC-03. If you do not have a copy or if some of the pages are missing in the one you have (this happened to some of the copies), you may want to request one.

OTR Special Bulletin No. 45-62, carried an announcement of a change in the responsibility for assuming the cost of instruction in French, German, Italian and Spanish conducted at non-CIA facilities. Those who are planning on arranging for such training are advised to consider the change and to call External Training Branch for additional information.


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SERVICE AGREEMENTS FOR EXTERNAL TRAINING

Employees who request training at non-CIA facilities under Agency sponsorship indicate on the application form their willingness to enter into a written agreement to remain in the service of the Agency for a specified period of time upon completion of the training (Item 20, Form 136). The requirement of signing a training agreement is now being applied in accordance with the conditions summarized below.

Types of external training for which a continue-in-service agreement will be required are:

- a. Full-time academic or intern programs of three months' duration or longer.
- b. Training programs involving travel, per diem, and tuition costs, in any combination, of \$500 or more.
- c. 
Harvard University's Advanced Management Program.
- d. Part-time programs which, in aggregate credit earned or training time invested, will amount to 12 semester hours or the equivalent.

The above listing is for the purpose of illustration only; it is not to be construed as a definition of all situations wherein training agreements may be required.

The period of obligated service will normally be computed as three times the duration of time in training and will date from the termination of the training program. The ratio of three-for-one is prescribed by law as a minimum contractual arrangement and may be increased if circumstances indicate the suitability of more stringent terms. As a rule, training agreements will be executed so as to provide for an obligated service period of one year or longer. Training agreements will not be required for seminars, institutes, conferences, and other short programs costing less than \$500.

The Agency has made use of training agreements since passage of the Government Employees Training Act in 1958; however, because of our partially exempted status, written agreements have been obtained principally in instances of quite costly or lengthy full-time external programs. In view of budgetary ceilings and financial management

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CONFIDENTIAL

SERVICE AGREEMENTS FOR EXTERNAL TRAINING (cont.)

controls presently in effect, it is deemed administratively sound to observe the principle of training agreements more systematically and more strictly in consonance with the intent of the governing legislation. The concepts, criteria, and practices outlined above have been endorsed by the Deputy Director (Support) and are now in effect for personnel going into external training.

LANGUAGE TRAINING FOR WIVES

Language courses announced by OTR for Agency employees have customarily been made available to wives of employees if space permitted their enrollment without requiring an additional class section to be established. This policy is still in effect for wives who have an assignment-related need to acquire linguistic skill.

Employees are encouraged, however, to arrange for this language training well in advance. Even though normal registration channels--from training officer to Registrar/OTR--are utilized, supplemental coordination which is required adds to the time usually needed to process internal training requests. As a precondition to accepting the wives of employees in Agency classes, the Chief, Language and Area School, requires that they meet all scheduled requirements and academic standards. Full information and assistance on enrollment procedures are available through the Registrar/OTR or through the Chief, Admissions and Information Branch, Registrar Staff.

25X1C

CLERICAL SKILLS QUALIFICATIONS

Have you qualified as an Agency stenographer or typist? The Clerical Training Faculty of OTR conducts tests by which clerical employees may qualify as stenographers and typists. Tests in shorthand and in typing are given every two weeks, but it is not necessary to take both tests at the same time (if you are attempting to qualify in both). The tests are scheduled in such a way as to make it possible to brush up before taking the test. If an individual fails to qualify after three successive tries, he may take the test again, but he must wait five weeks. The registration is handled by supervisors and personnel officers directly with the Clerical Training Faculty on extension 7854. CT notifies the personnel officers of the results of the test.

The schedule of tests to be given during the first six months of 1963 is:

2 January - 9:15 shorthand 1:30 typing	15 April - 9:15 shorthand 1:30 typing
14 January - 3:30 typing	29 April - 3:30 typing
15 January - 3:30 shorthand	30 April - 3:30 shorthand
4 February - 9:15 shorthand 1:30 typing	20 May - 9:15 shorthand 1:30 typing
18 February - 3:30 typing	3 June - 3:30 typing
19 February - 3:30 shorthand	4 June - 3:30 shorthand
11 March - 9:15 shorthand 1:30 typing	24 June - 9:15 shorthand 1:30 typing
25 March - 3:30 typing	8 July - 3:30 typing
26 March - 3:30 shorthand	9 July - 3:30 shorthand

SURVIVAL COURSE -- ALBION STYLE

What's in a name? We have read that a school in England is promoting interest in a survival course established for men. Its objective is to teach them how to cook.

LUCIUS N. LITTAUER FELLOWSHIPS

Harvard University's Graduate School of Public Administration has announced that applications for Lucius N. Littauer Fellowships for the academic year beginning 23 September 1963 must be filed by 15 March 1963. The awards will be announced on or about 1 April 1963.

These fellowships are for public servants who have had considerable experience in government, and preferably some graduate study in the social sciences, and who plan definitely to continue their careers in government service at the Federal, state or local level. Students in the School pursue individual programs of study. They may concentrate in one of the social sciences or they may combine two or more fields.

The fellowships are adjusted in amount to the needs of the student and may carry stipends up to a maximum of \$5,000. Further information about these fellowships or application blanks may be obtained by writing to the Registrar, 123 Littauer Center, Harvard University, Cambridge 38, Massachusetts.

RENAISSANCE AND REFORMATION IN U. S. MODERN FOREIGN
LANGUAGE TEACHING

In the revised and expanded edition of The National Interest and Foreign Languages (March 1962), Professor William Riley Parker, ventured nineteen "considered predictions" of the shape of things to come in language study in the United States. We quote a few:*

More attention will be paid, in language teaching, to listening comprehension as a primary, separable learning process basic to speaking skill and motivating it.

Audiovisual "machines" will make it possible for the foreign language teacher to instruct more beginning pupils, but in smaller classes, in the same number of contact-hours as now.

Both Latin and German will stage a striking comeback in American education, and Portuguese will vie with Spanish in popularity at all levels.

*Former Executive-Secretary, and President of the Modern Language Association of America.

MODERN FOREIGN LANGUAGE TEACHING (cont.)

Foreign language high schools will be established in many of our larger cities, accepting those who have demonstrated linguistic aptitude in elementary school, and teaching in a foreign language many of the normal high school subjects.

The better colleges and universities will require demonstrated proficiency (not high school "units") in a foreign language for entrance, and demonstrated proficiency in a second foreign language (often non-Western) for graduation.

The liberal arts objectives of foreign language study will become, in ascending order of importance, literary analysis, knowledge of a foreign literature, knowledge of a foreign culture, and knowledge of the nature of language. (The last will be most stressed, not only because of its educational value, but also because it expedites the learning of additional languages as the student later finds need for them).

Most major universities will offer instruction in 40 to 50 different languages.

Certification of all elementary and secondary school teachers of foreign languages will depend upon scores made in proficiency testing of the four language skills and other factors, and, unless the skills have been otherwise acquired, a college "major" in a foreign language will (as a minimum) be expected of all persons intending to teach it. (College teachers, since they will be responsible for training those teaching at lower levels, will be required to demonstrate superior proficiency in the four language skills, including near-native accent and fluency.)

Graduate research for the Ph. D. in a foreign language will encompass, not only literary history and literary analysis (as now), but also pure and applied linguistics, and language teaching methodology.

From Higher Education pp. 19-20.

COLLEGE BOARD TEST PROGRAM

The College Entrance Examination Board (CEEB) has announced its test dates for the 1962-63 academic year. They are:

1 December 1962 (Saturday)
12 January 1963 (Saturday)
2 March 1963 (Saturday)
18 May 1963 (Saturday)
14 August 1963 (Wednesday)

The three-hour Scholastic Aptitude Test, with verbal and mathematical sections, will be given on all five dates, but there are some variations in the Achievement Tests to be administered. The Achievement Tests to be given on all five dates are: American History and Social Studies, Biology, Chemistry, English Composition, French, German, Latin, Intermediate Mathematics, Advanced Mathematics, Physics, and Spanish. Tests in Hebrew and in Russian will be given in January; the test, European History and World Cultures, in January and in May. The Writing Sample, a one-hour essay writing exercise, may be taken on any of the five dates.

This year the CEEB will offer Supplementary Achievement Tests to be administered at secondary schools on 5 February 1963. Thirty-minute tests in listening comprehension will be given in French, German, Italian, Russian and Spanish. Two other tests in Greek and Italian are 90 minutes long.

The fees are \$5 for the S. A. T.; \$8 for any one, two or three Achievement Tests; and \$2 for the Writing Sample if it is taken separately. Students may take the Supplementary Achievement Tests without charge if they register to take the Achievement Tests.

AMERICAN COLLEGE TESTING PROGRAM

The American College Testing Program has selected the following test dates, all falling on a Saturday: 10 Nov 62, 23 Feb 63, 20 Apr 63, and 22 Jun 63. The ACT program is an admissions, scholarship, guidance, and placement test battery designed to provide helpful information to colleges, to high schools, and to students. Many colleges, especially in mid-western states, require or recommend it. The battery consists of 45-minute tests in English, in mathematics, in social studies, and in natural sciences. A fee of \$4 is imposed for the tests. Test scores are reported to three colleges named by the student. An additional fee of \$1 is charged for each additional report.

REPORT ON OFF-CAMPUS PROGRAM

There has been a gratifying response to the Agency's Off-campus Program this semester, and the indication is that this after-hours program of college-level courses conducted at Headquarters Building for overt employees is here to stay. Eleven classes, with a registration in excess of 150 students, are being conducted this fall and thirteen courses are being considered for the spring semester.

One idea that materialized this fall was the organization of classes in response to specific requests by Offices. The Office of Research and Reports requested the Office of Training to have The American University offer two courses: Theory of Price Production and Introduction to Quantitative Economics. The Office of Logistics has a large group of Logistics careerists in the course, The Principles of Transportation, offered by George Washington University. Although these three specific courses were set up primarily for personnel in the requesting Offices, enrollment in each was extended to personnel from other Offices.

Registration for the spring semester will be held by George Washington University on 7 and 8 February; classes will begin the week of 18 February. Mr. Don McNelis, Assistant Director of the College of General Studies, will also be available for counseling in GC-03 from 10:00 a.m. to 5:00 p.m. on 28 January. The following courses will be offered:

Accounting 2. Introductory Accounting (Prerequisite: Accounting 1 or equivalent course from another institution)

Business Administration 138. Investments (Prerequisites: Accounting 1 and 2 or permission of instructor)

Economics 2. Principles of Economics (Prerequisite: Economics 1)

English 2. English Composition (Prerequisite: English 1 or IX)

English 72. Introduction to American Literature (Prerequisite: English 1 or IX)

REPORT ON OFF-CAMPUS PROGRAM (cont.)

Geography 196. The Soviet Union (Regional Survey) (Prerequisite: none)

History 40. Development of European Civilization (Prerequisite: none)

Political Science 10. Government of the U. S. (Prerequisite: none)

Political Science 194. Far Eastern Politics: Contemporary International Relations in the Pacific Area

Statistics 101. Basic Principles of Statistical Methods I (Prerequisite: none)

Courses in the 100 series carry junior-senior credit and may count for graduate credit for qualified applicants.

25X1A An opportunity of particular interest to employees under Veterans' benefits or to those needing to complete only a few semester hours is the possibility of taking any of the undergraduate courses above for additional credit. For example, each of the courses listed carries three semester hours credit; with the permission of the instructor and of the College of General Studies, it is possible to take a course for four semester hours credit. This arrangement naturally involves more effort on the part of the student and places an additional burden on the instructor. For fuller information, overt personnel may wish to consult with [REDACTED] who is advisor to the Agency's program and cleared through SECRET.

Employees who are not completely overt are, of course, denied the opportunity to participate in a "CIA Program." Such employees may take advantage of off-campus programs elsewhere which would be consistent with cover arrangements. Overt employees, however, should elect to utilize the Agency's program so as to assure the minimal enrollments needed to sustain different course offerings. Several times it was necessary to cancel courses which could have run had one or two more registrants expressed interest in taking them. Three courses in particular--Geography 196, Statistics 101, and Political Science 194--are tentative offerings, at least until enough persons express interest so that each course can remain open after the initial dates of registration. Therefore, employees interested in any of these three courses are particularly encouraged to give

REPORT ON OFF-CAMPUS PROGRAM (cont.)

their names and extensions to the Registrar/TR in advance of the formal registration dates. The other courses seem assured of running.

Each of the George Washington University courses will begin at 5:45 p.m. and run to 8:15 p.m. The time selected permits participation of overt employees from other Agency buildings as well as those on all three "shifts" at the Headquarters Building. Suggestive of the success of this system are these data on student source in the nine courses now being conducted under GWU auspices:

58% of the students are from 7 major offices in DDS
20% of the students are from 9 major offices in DDP
14% of the students are from 6 major offices in DDI
8% of the students are from 2 major offices in O/DCI

The bulk registration on 7 and 8 February determines which courses can remain open for additional registrants. Thereafter, the Registrar/OTR is authorized by the University to accept until the first meeting of the class additional individual enrollments in courses assured of running. With permission of the instructor, it is even possible to register one week late without paying a penalty fee. However, late expression of interest in a course canceled after the two-day period, when GWU conducts the registration, will have no effect on opening registration in the canceled course. It is, therefore, important to indicate interest early so as not to lose out on one's choice. Full academic credit can be given only if each course meets for a total of 15 times. Otherwise, considerable latitude on scheduling class meetings is given to the instructor.

For The American University courses, the circumstances are slightly different. Dates for conducting off-campus courses must coincide with those for on-campus courses. The AU spring semester will begin the week of 4 February. All of the enrollees thus far in this program have been from DDI offices (ORR and OCR); therefore, courses can begin as early as 4:45 p.m. Whereas GWU courses meet 15 times for 150 minutes each, the AU sessions are 140 minutes in length but meet 16 times. The three AU courses to be offered at Headquarters Building, for which registration will be conducted during the last week of January, are:

- 19. 507 Quantitative Economic Analysis (Meets on Thursdays)
- 19. 513 Equilibrium Analysis II: Theory of Income
Distribution (Meets on Tuesdays)

REPORT ON OFF-CAMPUS PROGRAM (cont.)

19. 301 Intermediate Economic Theory (Meets on Mondays)

The latter course is a new offering and carries undergraduate credit only, the first two named carry graduate credit and are extensions of courses offered at Headquarters Building in the fall semester.

Specific details on registering for both of these programs of off-campus courses will be announced in a Special Bulletin sometime in January. Copies will also be posted on the employee bulletin boards near the cafeteria entrance.

AGENCY TRAINING RECORD

In early 1962 the Registrar Staff, in cooperation with members of the A&E and the ADP Staffs, undertook a project that resulted in the conversion from a punch card (IBM) to a computer (RCA 501) system for recording training records of Agency employees. The computer system makes possible the storage and retrieval of more information than was possible on the punch card system. In addition to all OTR courses, a substantial amount of information on external training has been recorded.

The Office of Training has two forms it will use for input of information--Form 1961, "Agency Training: Internal," and Form 1961A, "Agency Training: External." Form 1961 is the OTR course roster, the original of which is sent to the Chief Instructor at the beginning of a course. When the course is over, the form is returned to RS/TR. Information on the roster is transcribed for reproduction as the Agency Training Record.

Some components that conduct their own special instruction are already using Form 1961 as course rosters. Training Officers of other components are invited to adopt the form for their courses. Use of the form will make it possible to incorporate their training into the Agency Training Record.

There is a sample of the form on page 12. Questions about the form may be directed to [REDACTED] in AIB, extension 5203.

25X1A

AGENCY TRAINING: INTERNAL (COURSE ROSTER)		CHIEF INSTRUCTOR		<input type="checkbox"/> AGENCY <input type="checkbox"/> NON-AGENCY		<input type="checkbox"/> ENROLLED <input type="checkbox"/> COMPLETED		<input type="checkbox"/> INCOMPLETE <input type="checkbox"/> CANCELED						
COURSE TITLE I				COURSE CODE		TRAINING COMP		CODE		TRAINING COMP LOC.		ROOM		
TOTAL HOURS		INCLUSIVE DATES OF TRAINING FROM TO		REG.	SPEC.	TUTOR	CORRES.	CON.CR.	PHASES (When applicable)					<input type="checkbox"/> FT <input type="checkbox"/> PT <input type="checkbox"/> COMB
				1	2	3	4	5	1	2	3	4	5	
NO.	SERIAL NUMBER	NAME	SEX	YR. OF BIRTH	DEPENDENT NON-AGENCY RESERVIST	EOO MO. YEAR	OFFICE	GS	SD	REMARKS			TESTS	TR
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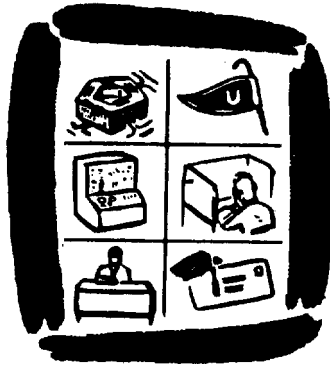
FORM 9-62 1961 OBSOLETE PREVIOUS EDITION.

SECRET

GROUP 1
Excluded from automatic
downgrading and
declassification

(39-45-51)

SECRET
CIA INTERNAL USE ONLY



External **PROGRAMS**

In the External Programs Section are summaries of non-Agency programs, meetings, and courses thought to be of general interest. Announcement of such programs in this section of the Bulletin does not necessarily mean that employees will be approved for attendance at the expense of the Agency. Agency sponsorship of these or any other external programs may be approved under certain circumstances.

Registration

Applications for external training under Agency auspices are sent through Training Officers to the Chief of the External Training Branch. An employee who wants to participate in external study at his own expense is required to make arrangements in accordance with the provisions of [REDACTED]

25X1A

Information on external programs may be obtained from the Admissions and Information Branch. AIB maintains a collection of catalogs, brochures, directories, and other publications of academic, commercial, and Government institutions.

REGISTRATION DATES - SPRING SEMESTER - AREA UNIVERSITIES

Registration dates of area universities for the Spring Semester 1963 are listed. The dates classes begin are also shown. External training requests from individuals seeking Agency sponsorship must be sent to the Registrar at least three weeks before the registration date so that arrangements can be made for an advance of funds to cover tuition.

	<u>Registration</u>	<u>Classes Begin</u>
American University	31 Jan - 2 Feb	4 Feb
Catholic University		
Graduates	30 Jan - 2 Feb	4 Feb
Undergraduates	25, 28, 29 Jan	4 Feb
Georgetown University	28-30 Jan	4 Feb
George Washington University	31 Jan - 2 Feb	4 Feb
Johns Hopkins, SAIS	4, 5 Feb	6 Feb
Howard University	30, 31 Jan	1 Feb
University of Maryland	4-8 Feb	11 Feb

In addition:

Dept. of Agriculture		
Graduate School	26 Jan - 2 Feb	4 Feb
University of Virginia,		
Northern Virginia Center	21 Jan - 8 Feb	11 Feb

INTRODUCTORY ELECTRONIC COMPUTER PROGRAMMING
(IBM 1401)--SYSTEMS AND PROCEDURES ASSOCIATION

The Washington Chapter of the Systems and Procedures Association plans to sponsor an Introductory Electronic Computer Programming Course in the IBM 1401. The ten-week course will be taught by IBM-trained personnel and will meet one night per week for three hours. The beginning date for the course has not been set, but it will begin sometime after 1 January 1963. The fee for the course is \$10.00.

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SENIOR SEMINAR IN THE MANAGEMENT SCIENCES--U. S.
CIVIL SERVICE COMMISSION

The U. S. Civil Service Commission will conduct a Senior Seminar in the Management Sciences from 7-11 January 1963. The Seminar is designed for career executives who have broad administrative responsibilities in the Federal Government. Participants must be in grades GS-15 (or equivalent) and above.

The program will provide information about new developments in automatic data processing, operations research, and the behavioral sciences and will show how the manager can effectively use information from these management sciences to improve his management capabilities.

Nominations to attend the Seminar should be in the Registrar's office no later than 7 December.

AMERICAN SOCIETY FOR PUBLIC ADMINISTRATION

The American Society for Public Administration (ASPA) is a "generalist" professional society concerned with the advancement of the art and science of public administration as an entity. The first concern of its members is the administration of public agencies--national, state and local. Members of the National Capital Area Chapter include a high percentage of the principal administrators in the Federal Government as well as many persons from the local universities and governments.

Activities of the Washington Chapter include monthly luncheon meetings, round tables, and study groups. Annual dues for membership in the Washington Chapter are \$2.00. Membership in the National Society (minimum \$15) is prerequisite to local membership.

The Registrar Staff in OTR is the focal point in the Agency for information on ASPA's activities. Information on procedures for joining or on activities of the Washington Chapter may be obtained from [REDACTED] extension 5517.

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The 1962-63 program includes round tables and study groups in financial management, research and engineering, programming planning, automatic data processing, and frontiers in public administration.

A GRAPHIC PRESENTATION ON THE FEDERAL CIVIL SERVICE--
U. S. CIVIL SERVICE COMMISSION

A lecture, "A Graphic Presentation on the Federal Civil Service" has been scheduled from 10 a. m. to noon on 29 November, 13 December, 17 and 31 January 1963. It summarizes the history, organization and varied activities of CSC. Each presentation is given in Room 377 Main Building, 8th and F Streets, N. W. Attendance is limited to 50. Names of those who will attend must be sent to the Registrar (External Training Branch) at least two weeks before the scheduled date of a lecture. There is no charge for the program.

PROGRAMS IN RECORDS MANAGEMENT--GENERAL SERVICES
ADMINISTRATION

The Records Management Division, National Archives and Records Service, General Services Administration, has announced the following schedule of seminars and workshops to be conducted during the period January - May 1963:

Forms Analysis

28 Jan - 8 Feb
11 Mar - 22 Mar
6 May - 17 May

Source Data Automation

7 Jan - 11 Jan
11 Feb - 15 Feb
8 Apr - 12 Apr
20 May - 24 May

Records Disposition (two two-and-one-half-hour sessions)

18 and 19 Feb
1 and 2 Apr

Speeding the Mail (two three-hour sessions)

25 and 26 Feb
4 and 5 Apr

GSA (cont.)

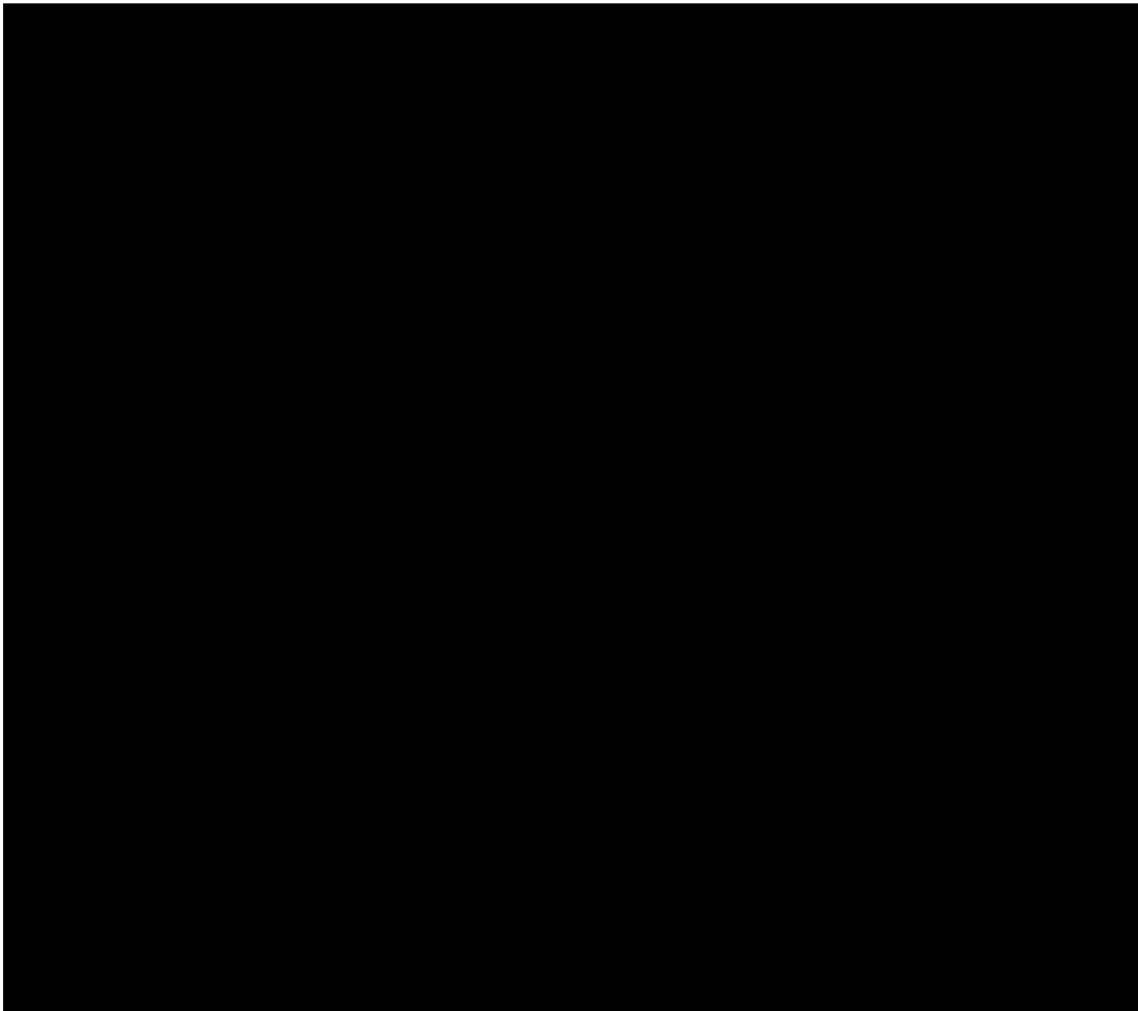
Forms Improvement (two three-hour sessions)

14 and 15 Jan
7 and 8 Mar

Directives Improvement (two two-and-one-half-hour sessions)

17 and 18 Jan
4 and 5 Mar
2 and 3 May

These programs are described in the Interagency Training Programs,
Fall 1962 (published by the U. S. Civil Service Commission). All
Training Officers have a copy.



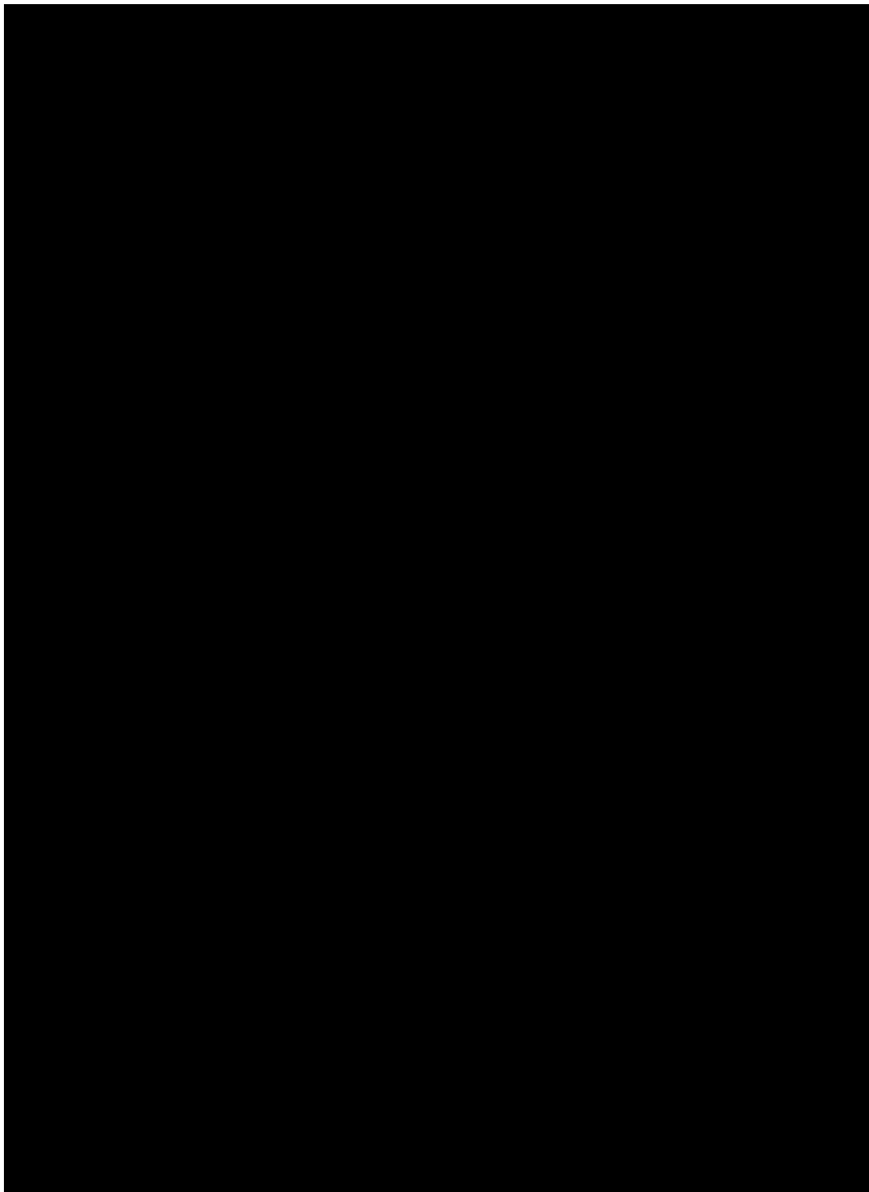
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INDIVIDUAL AND FAMILY SURVIVAL

The Federal Government, through the D. C. Public Schools and in cooperation with the D. C. Office of Civil Defense, is conducting a course in "Individual and Family Survival." The course explains the importance of family planning; the duties of Federal, state and municipal governments in times of war-caused disaster; how to build a shelter; why a 14-day stock of food is needed; our national and local organizations for air warnings and how to decontaminate yourself and your family from radioactive fallout.

INDIVIDUAL AND FAMILY SURVIVAL (cont.)

Classes are normally held in public school classrooms but any organization may arrange to hold a class for its members on its premises. Any organization may have a CDAE teacher assigned or may have one of its members trained to teach the course.

There are openings for instructors. To become a certified Civil Defense Adult Education Instructor a person must be accepted by the CDAE Office and complete an eighteen hour training course. He must have had successful teaching experience and must agree to teach at least one class. An instructor will be paid \$60.00 for each twelve-hour class he teaches. Application blanks may be obtained from the CDAE Office in the Wormley Administration Annex, 3331 Prospect Street, N. W., Washington 7, D. C., or by calling NA 8-6000 extension 2644.

Further information may be obtained in Room GC-03, Headquarters Building.

GENERAL SERVICES ADMINISTRATION INSTITUTE

The General Services Administration has announced the establishment of a GSA Institute to promote more effective and economical procurement and use of Federal property and administrative services. It hopes to accomplish this goal by offering educational programs in support of procurement, property management, and administrative services.

The first two courses to be offered by the Institute are: Shipping Household Goods and Inventory Management. Shipping Household Goods is a 2 1/2-hour workshop-seminar. It will be repeated each morning during the week of 7 January 1963. Inventory Management is a ten-day seminar designed to assist Agencies in complying with the requirements of GSA Regulation 1-II-403.00 concerning inventory management. The seminar will be held from 21 January to 1 February 1963.

Requests to attend the workshop on Shipping Household Goods must be forwarded to External Training Branch as soon as possible; requests to attend the one on Inventory Management, by 21 December.

DIRECTORIES

OFFICE OF TRAINING

Director of Training	Matthew Baird	7211	1D-0418
Deputy Director of Training		7211	1D-0418

SCHOOLS

Intelligence School		5963	1D-0011
Briefing Officer		5941	1D-0023
International Communism		7371	1D-1617
Language and Area		3065	2206 Arl. T.
Language		2873	2206 Arl. T.
Tutorial		2873	2206 Arl. T.
Vol. Program		2470	2206 Arl. T.
Area		3477	2210 Arl. T.
Operations		5191	GD-5321

25X1A

STAFFS

Junior Officer Program		6093	1D-0009
Plans and Policy		6044	1D-0410
Educational Specialist		6044	1D-0423
Registrar		5513	GC-03
Deputy Registrar		5513	GC-03
Admissions & Info		5517	GC-03
External Training		5231	GD-2603
Support		7214	1D-0420

TRAINING OFFICERS

<u>O/DCI</u>		5678	7D-6019
IG	25X1A	6565	7D-49
Audit		5731	5E-28
Comptroller		5139	6E-69
General Counsel		7531	7D-07
<u>DDI</u>			
Assistant for DD/I (Admin)		5277	7E-32
O/DDI		5151	7E-32
OCR		5401	2E-61
ORR		5081 5131	4F-29
ONE		5628	7E-47
OCI		7572	7F-21
OSI		5347	6G-22
OBI		5041	2F-28
25X1C	OO	3033	402 1717 H
STATSPEC		2747	506 1717 H
25X1A		2926	414 1717 H
		2638	304 1717 H
NPIC		3351	605 Steuart

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DDS

25X1A

Special Assistant
for DD/S

7726

7D-02

ADP Staff

2395

25X1A

Communications

6438

GA-08

Logistics

2596

1C53 Qtrs. Eye

Medical

7792

1D-4044

Personnel

6772

5E-56

Security

7661

4E-71

Training

5513

GC-03

DDR

6561

3E-14

OEL

6561

3E-14

OSA

7206

6B-40

DDP

7327

3C-29

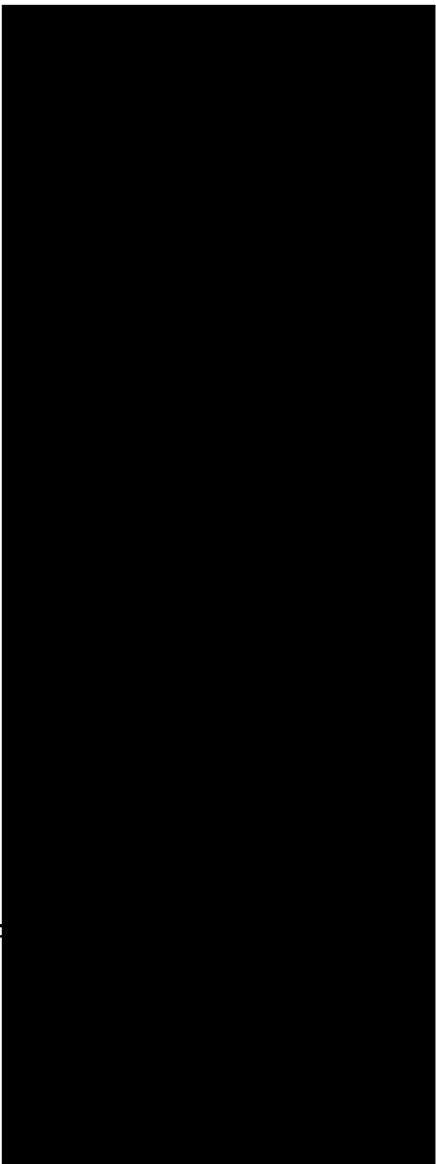
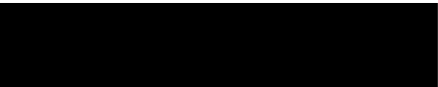
(See next page for names of OTR's Instructors and Courses)

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CHIEF INSTRUCTORS OF OTR'S COURSES AT HEADQUARTERS

<u>COURSE</u>	<u>CHIEF INSTRUCTOR</u>	<u>TELEPHONE EXTENSION</u>
Administrative Procedures		5737
Anti-Communist Operations		7371
Budget and Finance Procedures		5737
25X1A		
Cable Refresher		5113
CIA Introduction		5941
CIA Refresher		5941
CIA Review		5941
Clandestine Services Records Officer Course		5113
Clandestine Services Review		5113
Clerical Induction, and, Clerical Orientation		3280
Clerical Refresher		2100
Communist Party Organization and Operations		7371
Conference Techniques		5727
25X1A 		5113

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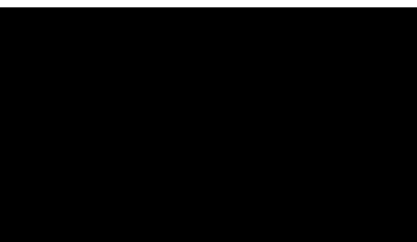
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INSTRUCTORS (cont.)



Departmental Briefing

Dependents Briefing

Effective Speaking

Geography of the U. S. S. R. 25X1A

Information Reports
Familiarization

Information Reporting
Reports & Requirement

Instructor Training

Intelligence Orientation
Ph I Introduction to
Intelligence

Ph II Introduction to
Communism

Intelligence Production

Intelligence Research -
Maps & Photo

Intelligence Research
Techniques

Intelligence Review

Intelligence Techniques
(For JO's)

5103

5103

5103

5941

5941

5727

5727

5113

5113

6044

5943

7371

5727

5727

5727

5943

5727

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INSTRUCTORS (cont.)

International Communism (For JO's)		7371
Management		5960
Operations Support		5737
Supervision		5960
Writing Workshops		
Basic & Correspondence		5727
Intermediate		5727
Advance		5963
USSR-Basic Country Survey		7371
<u>Area Courses</u>		
FE Area		3477
WE-WH-EE Areas		3477
NE-AF Areas		3477
<u>Language Courses</u>		
VLTP		2470
Directed		2873
Tutorial		2873

25X1A

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